



**THE CONFERENCE PLANNING GUIDELINES**

**FOR THE**

**INTERNATIONAL CONFERENCE**

**ON EMERGENCY MEDICINE (ICEM)**

**APRIL 2019**

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## 1. GENERAL

Since 2018, the International Conference on Emergency Medicine (ICEM) is conducted annually (previously it was held every second year), over a four day period (plus any optional satellite meetings) in the month of June. Selection of the host country and site is decided by the IFEM Assembly at least five years in advance.

The Conference Planning Guidelines are designed as a guide to aid planning, organising and implementing the annual ICEM. The purpose of this manual is to communicate the Federation's standard conference practices and requirements; to share the cumulative experience gained from past events and to ensure that successive ICEMs meet the highest standards.

Increasing conference attendance, programme diversification and the organisational complexity of annual conferences had led to the recognition that the conference continuity and planning could be improved with such a manual.

## 2. SITE SELECTION AND BID SUBMISSION PROCEDURE

1. Bids must come from IFEM Full or Affiliate Member Associations in good standing.
2. All bidders must agree to comply with all conditions of these planning guidelines. This agreement must be signed by the President of the bidding Member Association, using the ICEM Agreement proforma (*Appendix 1*).
3. Previous ICEM meeting host countries that have failed to fully complete post ICEM procedures will not be considered in the selection process. This includes provision of royalty payments and the ICEM meeting Outcome Report.
4. Bids should be for a core meeting of four days in length that would reasonably allow attendance with no more than a four night stay by attendees. The target audience for the core meeting should be specialist emergency physicians. Other tracks or satellite meetings may target other groups.
5. All presentations at the meeting must be available in English. Other languages may be spoken in presentations if appropriate translation services are available. Any plans to translate presentations into other languages should be included in the bid.
6. At a minimum, bids should include the following:
  - Confirmation of the engagement of a Professional Conference Organiser for the meeting.
  - The background and experience of the organisation that will serve as the Professional Conference Organiser (PCO). Such a Professional Conference Organiser should have **international experience** of a minimum of ten years hosting conferences similar to ICEM. Supportive comments from the chairperson of an organising committee of at least two conferences within the previous 3 years who utilised the services of the PCO should be included.

- Information pertaining to previous national and international conferences that the bidding organisation has arranged must be provided. Conferences within the previous 5 years are considered relevant.
  - Information on conference facilities/venue (minimum 2,500 capacity).
  - Detailed description of facilities for break-out sessions.
  - Detailed description of the proposed scientific programme (*refer to section 4 below*).
  - Hotel capacity, type, standard/grade, indicative prices (in US\$), and proximity to the conference venue and ideally alternative accommodation options available.
  - Shuttle or other transport options for distant hotels, and transfers from airport or train stations.
  - Air transportation availability and sponsored airline(s)/access to the conference city.
  - Cultural opportunities and opportunities for tours.
  - Proposed budget that includes the targeted income, projected surplus, expenses with breakdown into broad categories.
  - Bidding Member Associations should provide details of previous experience in international conferences, including delegate numbers, venue, PCO utilised and profit or loss generated from such conference.
7. The bid must include the signed ICEM agreement, indicating that the bidding member will be responsible for any financial loss that might arise from the conference (*Appendix 1*).
  8. Members bidding to host ICEM may choose to include letters of support from within the bidding country (Ministry of Health, National/ Regional Tourist Organisation etc.) in their bid. However letters of support from other IFEM Member Organisations (Full or Affiliate) must not be included and may disadvantage the bid.
  9. IFEM will announce the call for bids at least eight months prior to the deadline to enable interested members adequate time to prepare bids.
  10. Members bidding to host the ICEM should send one electronic (pdf) copy of their bid to the Secretariat at least 90 days in advance of the ICEM at which the site is to be awarded.
  11. The Chair of the Continuing Professional Development Committee will appoint an ICEM Venue Selection Committee that will evaluate all proposals based on the above criteria and make a ranked recommendation to the IFEM Board at least 30 days prior to the ICEM at which it will be considered. Final selection of the ICEM site will be by a vote of the members of the full IFEM Board and ratified by the Assembly.
  12. IFEM may opt to award two successive ICEMs from the one bidding process provided this is communicated to would-be bidders in advance of call for bids.

### 3. ORGANISING COMMITTEES AND ACCREDITATION

The President of the Host Organisation will appoint an ICEM Local Organising Committee (LOC) that will complete the planning of the ICEM Meeting and a Scientific Committee that will select papers and posters for the meeting. At least three (3) members of the host organisation conference organising committee must agree to serve on the committee for the duration of the planning for each ICEM conference. Ideally this will be one educator, a scientific chair and a conference chair in order to provide continuity throughout the process.

1. The ICEM LOC shall approach an International Coordinator from each of IFEM's defined geographic regions (Africa, Asia, Australasia, Europe, North America and Central/South America). These Coordinators are responsible for identifying potential conference speakers from their specific region. The ICEM LOC shall also approach all IFEM Committees and Special Interest Groups (SIGs) chairs for identifying potential conference speakers and/or workshop facilitators from their respective committees and SIGs. They will forward these names to the LOC and it is the responsibility of the LOC to make contact with the potential speakers. The International Co-ordinators are required to be approved by the IFEM oversight committee.
2. If requested by any Member Association, the ICEM Meeting Committee will also incorporate a Member Liaison if necessary to facilitate obtaining Continuing Professional Development (CPD) credit for the Conference from those countries that want to offer credit to their members.
3. The Chair of the LOC must provide comprehensive conference feedback at all IFEM Board meetings (including teleconferences) and at other opportunities as requested beginning 24 months before the date of the ICEM they are hosting. If they are not available then a designated deputy who is intimately aware of the current conference progress must present the feedback.
4. The IFEM Continuing Professional Development Committee will appoint an ICEM **Conference Oversight Committee** to liaise with the Local Organising Committee from the outset of the conference planning process to ensure alignment with ICEM goals and the vision for the IFEM conferences.

This Committee will be composed of appropriate members of the CPD Committee, IFEM Board or IFEM Executive who have experience in organising previous ICEMs. This Committee will be available to assist and guide the host organisation with regards to any aspects of the ICEM. One member of the oversight committee will be the designated liaison between this committee and the LOC and with the IFEM and the LOC.

5. At the conclusion of the ICEM the Organising Committee will prepare an ICEM Outcome Report in the prescribed format. This should be forwarded to the IFEM Executive and the IFEM Board within 3 months. This report will be available to future bidders, and will contain the following information, at a minimum:
  - Programme Details including the number and type of tracks offered
  - Attendance details by country (actual) and track (estimated)
  - Number of Full Delegates, Day Registrations, non-IFEM members

- Trade Display statistics, details, names of exhibitors
- Social agenda
- A financial report with broad categories of income and expenses
- Number of hotel rooms booked through Conference Organisers
- Number of educational tracks filled by Member Associations
- Successful innovations
- Participant evaluations
- Other information, as appropriate

#### 4. SCIENTIFIC CONTENT

The educational level of presentations at the ICEM shall be at the level of the specialist emergency physician. Any presentations at other levels must be at satellite meetings or in additional tracks that do not detract from the opportunities available to specialist emergency physicians.

1. Allocation of presentations and other assignments should be focused primarily on development of the **highest quality scientific programme** and should also reflect the diversity of IFEM. This should be done by selection of qualified individual presenters from Full Member Associations. Qualified presenters from Affiliate Member Associations and non-member countries may be used in core tracks or by including in a “Developing Emergency Medicine” track.
2. The ICEM LOC should ensure that there is diversity of speakers, track chairs and conference organizers with no fewer than 40% from either gender. Inclusiveness across gender, race and abledness must be achieved.
3. The Scientific Programme must include the *George Podgorny Lecture* which should be allocated as an honour to an outstanding contributor to International Emergency Medicine. The Local Organising Committee is responsible for choosing the speaker, utilizing the theme and programme for guidance. The chosen George Podgorny speaker and the conference keynote plenary speakers must be approved by the ICEM oversight committee before confirmation to the speakers.
4. The suggested distribution of conference speakers is 70% from Full Member Associations, 20% from Affiliate Member Associations and 10% from non-member countries.
5. Core programme streams or tracks (e.g. paediatrics, EMS, trauma) vary with each ICEM but each ICEM must include at least one international stream with sufficient time allotted to showcase all member countries, and one afternoon time slot for an International Development Track. Parallel sessions should not be on the same subject streams and every effort must be made to stream the conference base on interests that are aligned not being concurrent. There should be at least one stream/track for every 200-300 anticipated attendees. Each programme stream should be chaired by one or two senior emergency medicine physicians. This is an excellent opportunity for diversity in assignments, especially from Affiliate Member Associations or non-member countries. Each IFEM committee and Special Interest Group (SIG) should be invited to organise a track or to nominate speakers for sessions relevant to the SIG.

6. The Scientific Committee for presentation of papers and posters should be composed of a panel of experienced and expert research peer-reviewers and be graded on standardised criteria. If the host professional organisation has a standardised template, this must be approved by the ICEM oversight committee. If such a template does not exist, then the standardised ICEM Scientific Papers review template must be utilised which can be provided on request. Selection of abstracts and papers should be on merit, except that at least 20% of poster space should be allocated to poster sessions entitled "International Development" to allow the best posters from countries that would otherwise be unrepresented based on the standardised cut-off. Organisers are encouraged to set selection criteria in such a manner that participation in poster presentations is maximized.

The IFEM Research Committee should be involved in the paper and poster selection process. The chair of the Research Committee should be contacted at least 18 months in advance in order to facilitate this. Support for poster or abstract presentations from areas where Emergency Medicine is Developing can be offered to promote mentoring in attending and higher level involvement in ICEM.

7. There must be a separate research track of at least 2 hours duration on each of a minimum of 2 of the 4 days of the conference so that oral papers can be presented.
8. Poster presentations should be displayed in a prominent position in the conference venue and posters should be rotated on all days of the conference. Facilitated poster presentation sessions are encouraged. Industry or trade shows must not be situated in the same room as the posters in order to allow accreditation of the poster viewing.
9. The programme should include the *Campbell MacFarlane Best Poster Award* (refer Appendix 2 for Guidelines).
10. The Local Organising Committee may choose to include Awards from external sponsors or organisations, subject to approval by the IFEM Board.
11. Arrangements may be made by the Local Organising Committee for publication of the Conference Abstracts. Approval must be sort from the oversight committee.
12. It is recommended that the LOC seek permission from presenters for presentations to be recorded and utilized by IFEM.
13. The number of international emergency medicine conferences being held every year is increasing with resultant competition in attracting delegates to these events. In order to ensure that the ICEM maintains its status as having a very unique international flavour which not only showcases the host region's but also international expertise, the LOC is encouraged to include innovative content or conference delivery mechanisms to the general conference format. These "new concepts" must be presented to the ICEM oversight committee for discussion and approval.

## 5. MEETING SCHEDULE

1. Official Opening Ceremony on first day including IFEM President, Conference Chairman and any invited host country dignitaries.

2. International Development Track in the afternoon of one of the core days.
3. General timetable should be 0800-1700 on first three days with an earlier finish on the last day.
4. All the tracks should start and end at the same time and all the scheduled refreshment breaks and lunch breaks must be at the same times on all days of the conference.
5. All sessions must be Chaired/Moderated and timed.
6. Plenary sessions should last 1-2 hours and are best given in the morning.
7. When short presentations are given (e.g. three 20 minute presentations in an hour) time should be allowed for panel discussion and audience participation. Twenty-five (25)% of the time must be allotted for audience interaction to meet international accreditation standards.
8. Ending times of streams/tracks should be coordinated to allow audience cross-over.
9. Strict adherence to starting and ending times is required. Time for questions and for interaction must be provided to meet current accreditation standards. Twenty-five (25)% of the time must be allotted for audience interaction to meet international accreditation standards.
9. The time to be allocated for the *George Podgorny Lecture* shall be 1 hour.
10. Time allocated for the IFEM Awards Ceremony shall be 30 minutes in duration.
11. 1-2 days prior to the commencement of the conference should be allocated to IFEM Committee meetings, including a Board and Assembly meeting.

## **6. FACILITIES AND DAILY CONFERENCE AMENITIES**

1. Key principles include: the provision of sufficient rooms with sufficient space for each programme stream; planning to accommodate greatest interest in clinical tracks and flexibility to cope with variable interest. Opening ceremony and plenary session on first day is usually most well attended. Typically capacity of the auditorium for opening ceremony should at least be able to hold 1500 delegates.
2. Free conference WiFi must be provided for all delegates in all conference venues and meeting rooms.
3. Refreshments shall be provided with morning and afternoon breaks. Typically these are to include coffee, tea, water and snacks.
4. Lunch should be provided for registrants as part of their registration fee and should cater for specific dietary requirements (e.g. Vegetarian, Halaal, Kosher etc.) The option to provide a category of conference registration without catering may be considered for some ICEM Conferences in limited circumstances as agreed with the Oversight Committee.
5. Exhibit Hall/Trade Display. Sponsorships and Exhibit functions will follow the host country ethical guidelines for interactions between physicians and



industry. The poster viewing areas must not be in the Trade Display area (this is in order to comply with Canadian rules for certification for credits which does not allow trade information to be in the same space as posters or anything else that might be included as scientific content)

6. There should be AV assistance available in each presentation room for each session.
7. A Media liaison person should be identified.
8. A speaker ready room must be provided to allow presenters to review, upload and or edit their presentations on-site. Technology support experts for presentations must be available on-site.
9. IFEM Leadership Conference and Meeting Room in the hotel or conference centre stocked with beverages and snacks.
10. A booth must be allocated free of charge in the main exhibition area for the host of the next ICEM meeting.

## **7. SOCIAL**

1. Opening Reception on the evening before the first day of the Conference. This reception should follow immediately after the finishing time of the pre-conference workshops. Ideally the pre-conference workshops should be held in venues that are part of the main conference venue or within short walking distance of the Opening Reception venue otherwise transportation should be arranged.
2. A Leadership Dinner arranged for the night of the first or second day. The list of invitees is available from the Secretariat. Transportation to the venue must be arranged for all invitees if not within a short walking distance of the main venue/main conference hotels.
3. A Conference Dinner should be hosted on the night of the second or third day but not on the same night as the Leadership Dinner. The main aim of the Conference Dinner is to promote fellowship and international interaction. Entertainment should be limited to allow interaction. Group transportation should be arranged if the venue is far from the conference venue.
4. Auxiliary/Spouse Tour or Activity Programme.

## **8. FACULTY REMUNERATION**

The tradition of ICEM meetings has been to not reimburse faculty or provide lodging and cover travel costs. These practices are in evolution and ICEM must reflect this evolution while making all potential faculty aware of the policies in effect.

1. Registration fees, including evening social functions, will be waived for faculty presenting at least twice but preferably three times in the core Scientific Programme including workshops, marketplaces etc, or presenting a Plenary Session. Chairing or Moderating Sessions and Poster presentations can be included in this calculation.
2. Travel expenses may be paid for a plenary speaker, at the discretion of the Host Country.

3. Honoraria are discouraged and may not be paid to any emergency physician presenter (including plenary speakers) or any non-Plenary speaker.
4. An Agreement clearly reflecting the application of these policies must be sent to each potential presenter, chair, moderator, and poster or paper submitter as soon as possible after the first contact concerning their participation in the ICEM. This document should be signed and returned before any work is done on the applicable session.

## 9. FINANCIAL

1. The IFEM President, IFEM Board, Oversight Committee members, the President of each IFEM Member Association (in good standing) or their designee and the IFEM Executive Officer(s) will be given Complimentary registration to ICEM, including social events. In addition, the IFEM President will be provided with appropriate lodging for the duration of the meeting. The ICEM Organising Committee may, at its discretion, ask and expect that the IFEM President present a minimum of two scientific sessions during the ICEM, scheduled at times not to conflict with other duties of the President.
2. The successful Host Country must pay the current stipulated IFEM royalty per registrant to IFEM for the privilege of hosting ICEM. This includes all registrations, paid or complimentary, and must be paid to the Secretariat within 90 days of the conclusion of the meeting regardless of whether or not the meeting makes a profit.
3. The Organising Committee may choose to offer a reduced rate of registration for Trainees and delegates from emerging countries. The Organising Committee may also offer a registration rate exclusive of catering in limited circumstances subject to the approval of the Oversight Committee.
4. Currently any profit from the ICEM will be retained by the Host Country and any loss will be absorbed by the Host Country.
5. A Professional Conference Organiser must be utilised, and an agreement must be signed between the Host Country and the PCO, with a copy to the IFEM Oversight Committee and Secretariat.

## 10. TIMELINE

6 - 8 years prior	Calls for Expressions of Interest to Full and Affiliate Member Associations in good standing.
5 – 6 years prior	Selection of winning bid, confirmation of venue, dates
2 years prior	Active promotion of Conference, appointment of International Coordinators
18 – 12 months prior	Call for papers, abstracts and presentations. Appointment of programme stream/track chairs
12 months prior	Confirmation of presenters/subjects

12 – 3 months prior	Final confirmation of all presenters, moderators, posters completed
6 months post	ICEM outcomes report and royalty cheque sent to IFEM Secretariat

A more detailed timeline is available to successful host organisations.

#### G-06 Guidelines for the International Conference on Emergency Medicine

<b>Version</b>	<b>Date</b>	
v01	Oct 2007	Adopted by IFEM Board
v02	Oct 2014	
v03	Oct 2016	
v04	Apr 2017	
V05	Apr 2019	

**Agreement Relating to the  
International Conference on Emergency Medicine (ICEM)  
(Year)**

This document is an Agreement between

..... (the Society)

and the

International Federation for Emergency Medicine (the Federation)

for the Society to host the International Conference on Emergency Medicine (the Conference) on behalf of the Federation in 20XX.

It describes the minimum requirements the Federation expects of the Society in relation to the Conference. It is to be signed by the President of the Society and to be submitted along with any other documents supporting the Society's bid. Once the decision is made by the Federation Board to award the Conference to the successful bidder, a copy of the document signed by the Federation President will be returned to the Society.

**1. Financial Requirements**

The Society agrees to pay the current stipulated royalty to the Federation for each conference attendee. This amount is to be paid within 90 days of the end of the Conference. The definition of an attendee is found in the Federation's document "*The Conference Planning Guidelines for the International Conference on Emergency Medicine*" (paragraph 9.2).

This does not include satellite meetings, which, depending on circumstances may be subject to Federation requirements as outlined in "*Guidelines for IFEM Symposia*".

The Society agrees to indemnify the Federation against loss, financial or otherwise, including any legal action, associated with the Conference.

**2. Conference Date**

The Conference must be held within the month of June of the Conference year. Should the Society propose to alter the date at any time after acceptance of the bid, the IFEM reserves the right to seek an alternate host organization for the Conference.

### 3. Conference Structure

The Conference program will be of 4 days duration not including satellite or associated meetings.

The Society is to include a draft conference program as part of its bid. This is to include the following:

- An opening ceremony
- An IFEM Awards ceremony
- The George Podgorny Lecture
- An international development track

The Society will establish a mechanism to ensure international participation in the conference as described in the Federation's conference planning manual.

English is the official language of the Federation and the Conference. All presentations at the meeting must be available in English. Other languages may be spoken in presentations if appropriate translation services are available. Any plans to translate presentations into other languages should be included in the bid. Scientific posters must be in English.

### 3. Federation Requirements

The President of the Federation shall be provided with complimentary registration and lodging for the duration of the conference. The Presidents of Federation member societies in good standing will be provided complimentary conference registration. Complimentary registration is also required for members of the IFEM Board (maximum 7 registrants in addition to the IFEM president) and IFEM Executive Officer. Members of the IFEM CPD Oversight committee should also have registration provided, however, this may be offset by having this team chair or provide sessions as part of the conference.

Arrangements for meetings of the Federation Board and its committees and subcommittees will be made in liaison with the Federation secretariat.

A full report shall be submitted to the Federation within 3 months following the Conference.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 President  
 (Society)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 President  
 International Federation for Emergency Medicine

## GUIDELINES FOR THE CAMPBELL MACFARLANE BEST POSTER AWARD

The Campbell MacFarlane Best Poster Award is awarded at each ICEM Meeting. The Organising Committee of the host country is responsible for administering the Award.

### Process for Adjudication

1. The 25 best poster papers will be selected by the local Scientific Committee.
2. They will be assessed by judges during the Conference for the Campbell MacFarlane best poster award.
3. It is suggested that the Adjudication Panel will comprise four members of the local scientific committee and four members from the IFEM Research Committee.
4. On each day of the Conference, a pair of judges (1 local + 1 overseas) will assess about 6-7 posters by a standard grading sheet. Scoring criteria shall be at the discretion of the local Scientific Committee.
5. The highest scored poster will win the Campbell MacFarlane Best Poster Award.

### Presentation of the Award

The IFEM Secretariat is responsible for preparing the Certificate for each Award Winner. The Certificate and information detailing the achievements of Dr Campbell MacFarlane will be prepared in a presentation folder, with the name of the Winner to be added following adjudication. Presentation will take place at the ICEM Awards Ceremony, or closing ceremony as appropriate.

G-08 Guidelines for the Campbell MacFarlane Best Poster Award

Version	Date	
v01	Oct 2007	Adopted by IFEM Board
v02	April 2014	

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